

MISSION STATEMENT

- **TO PROVIDE WHOLESOME AND MEANINGFUL LEISURE SERVICES OPPORTUNITIES WHICH CONTRIBUTE TO THE WELL-BEING OF ALL CITIZENS THROUGH THE ESTABLISHMENT AND IMPROVEMENT OF A COMPREHENSIVE PUBLIC PARKS AND RECREATION SYSTEMS;**
- **TO IDENTIFY RELATED NEEDS AND EXPECTATIONS OF ROANOKE COUNTY RESIDENTS;**
- **-TO SUPPORT THE EXPANSION OF THE COUNTY ECONOMIC BASE BY PROVIDING THOSE SERVICES AND FACILITIES THAT CONTRIBUTE TO THE OVERALL QUALITY OF LIFE WITHIN THE COUNTY;**
- **TO COOPERATE WITH AND SUPPORT THE EFFORTS OF THOSE GROUPS AND AGENCIES WHICH PROVIDE QUALITATIVE RECREATIONAL OPPORTUNITIES TO THE GENERAL PUBLIC AND;**
- **WITHIN AVAILABLE RESOURCES, TO PROVIDE PUBLIC PARKS AND RECREATION SERVICES IN A HIGHLY PROFESSIONAL, EFFICIENT, RESPONSIVE, AND FLEXIBLE MANNER.**



SITE SUPERVISOR JOB DESCRIPTION

- Must be over 18 years of age
- Required attendance for training given by athletic staff.
- Responsibility for turning lights on and off.
- Required to wear uniform (Staff Shirt)
- Required to carry cell phone provided by Parks and Recreation. For County business only.
- Call in scores, official's names and any red or yellow cards to athletics voice mail nightly to include:
 1. Number of officials and their names
 2. If officials are late
 3. If no officials show
 4. Any medical injuries or if 911 is called
 5. Disturbances such as coach, player or parent ejection's or conduct concerns followed up by submitting a written report (on-site supervisors form)
- Responsibility also include the following:
 1. Evaluation of:
 - a. Field/Turf conditions for playability and requesting permission from athletic department staff to cancel the game/s due to poor conditions.
 - b. Line Conditions
 - c. Net/Goal Conditions and damages
 2. Making sure goals are secure
 3. Picking up trash throughout park as needed.
 4. Policing and assisting in controlling orderly parking or illegal parking
 5. Policing Restroom-for cleanliness and stocking with paper if needed.
 6. Report maintenance concerns as needed (pot holes, net conditions, goal conditions, fence conditions, etc...) and submit in writing a report (on-site supervisor's form)
 7. Assist coaches and officials in dealing with unsportsmanship or disruptive behavior on-site or by notifying athletic staff and/or calling Roanoke County Police Department (911) for assistance, depending on the severity of the situation.

**Roanoke County Parks, Recreation and Tourism
Site Supervisors
Contact Numbers**

Manager	Gary Creasy-Home 362-3477; Work 387-6078 ext. 491
Athletic Supervisor	Star Patton-Cell 354-5673 Work 387-6078 ext. 243
Programmer	Allen Hayes-Home 384-6683; Work 387-6078 ext. 254
Field Maintenance	Mark Courtright-Pager 224-7817; Work 387-6078 ext. 242
Football Officials Coordinator	Jim Gear – Home 989-6304; Work 389-1642
Soccer Officials Coordinator	Mark Ingvaldsen-Home 389-3600
Roanoke County Fax	561-2842
Roanoke County Dispatch	561-8036- Police, Fire and Rescue
Game Cancellation Number	387-6455 ext. 6



POLICIES AND PROCEDURES

Whenever you deal with the public directly, you will run into some controversy, especially as a Park Site Supervisor. As you know you will not be able to please both sides, therefore, someone will always disagree with your decision. In such instances as these, remember that you are an employee of Roanoke County Parks, Recreation and Tourism and you must handle yourself in a professional manner. Improper conduct will result in immediate dismissal. The following are policies and procedures are for the Park Site Supervisor:

1. Be at the site 15 minutes before first game is scheduled to start.
2. The use of tobacco products is not allowed near or on the premises you are working.
3. The use of alcohol and drugs is not permitted near or on the premises you are working. Intoxication from alcohol or drugs is cause for **dismissal**.
4. Follow the dress code required by Roanoke County Parks, Recreation and Tourism:
 - a. Staff Shirt with County Logo provided by Roanoke County
 - b. Shorts or Slacks that are appropriate.
5. You are in charge of that facility and must help and assist officials and scorekeepers (if available) with fan and spectator conduct. You have the authority to eject spectators, fans, parents, players and coaches from your facility. Any ejections or misconduct must be reported. Never argue with an official, coach, player, parent or fan.
6. If a coach, player or fan should be ejected from the premises, only as a last resort. In such situations, the game will stop and remain stopped until the person leaves the area. If upon ejection, a person refuses to leave the premises immediately (1 or 2 minutes) or makes threats, the county police should be contacted immediately. Do not put other citizens or yourself in jeopardy. A site supervisors report is required to be completed and returned to the Athletic Department the following workday (see attachment form). You may also contact Roanoke County Athletic Staff if needed.
7. If you have an unusual incident, such as extreme misconduct, fighting, or severe injuries during a game, contact county police or emergency medical services immediately. Complete a site supervisors report and return to the Athletic Department the following workday. You may also contact Roanoke County Athletic Staff if needed.
8. If an accident occurs where a player is injured, the game will stop and will resume when the player is taken off the field. Each coach should have some basic knowledge of first aid; therefore, the coach should be the one to treat the athlete. Otherwise, let the parents decide what further treatment is necessary. The coach should also supply a first aid kit. Any scrapes or cuts should be covered before a player is allowed to re-enter the game. Complete a site supervisors report and return to the Athletic Department the following workday. You may also contact Roanoke County Athletic Staff if needed.
9. **(Basketball Only)** If an injury occurs that involves contact with blood or any other body fluids, disposable latex gloves should be worn. If blood or any other body fluids happens to get onto the playing area, the area should be cleaned with soap and water followed by a disinfectant (1 cup or household bleach to 10 cups of water). Gloves also should be worn for all decontamination procedures. See attachment number I.
10. All safety equipment applicable to your sport should be worn.

Policies con't..

11. Pay Procedures: All payroll information for each sport and is covered in the official's guidelines and pay procedures.
12. Each official should do a site inspection before each game. You should check the playing area for any hazardous conditions. If you find any needed repairs, inform the coaches then complete a maintenance report and return to Youth Athletic Supervisor within 24 hours.
13. For the sports that are played outside, weather and lightning can sometimes interfere. In such situations good judgment should be used. The Site Supervisor along with the game officials should make themselves aware of the weather conditions around them. You should call a game when:
 - It has been raining hard for a while and the field becomes unplayable. Unplayable is: water standing on the field; field is wet and spongy
 - The field is unsafe
 - When lightening is sighted in the area



ATHLETIC CANCELLATION POLICY

Cancellations for weekday games will be made by 4:30pm. Cancellations for games on Saturday will be made by 8:00am. Cancellations for Sunday will be made by 12:00pm. **THE WEATHER CANCELLATION LINE IS 387-6455 EXT. 6.**



If Thunder is heard, beware and keep a look out for lightning. In case of lightning, have both teams move away from any fencing to a sheltered area or to their cars. Wait at least 20 minutes from the last streak of lightning to resume play.

SITE SUPERVISORS CHECK LIST:

- ☐ Bathrooms-cleanliness, materials (paper, trash receptacles)
- ☐ Trash-Player benches, stands
- ☐ Goal condition
- ☐ Net conditions
- ☐ Stands/Bleachers
- ☐ Lights-Fixtures, bulbs out
- ☐ Parking Lots-Make sure people are parked in the proper areas
- ☐ Scoreboard Lights

SUPERVISOR DUTIES

- Set up 30 minutes before first game time
- Open restrooms
- Set up clock
- Set up down markers (if needed)
- Take chains to home side line (if needed)
- Turn lights on at dusk
- After the games are over be sure everything is closed, locked up and lights are off
- Clean restrooms (if needed)
- School officials may require other duties as needed

BLOOD BORNE PATHOGENS

FACT SHEET

HEPATITIS - Hepatitis is a liver disease, initially resulting in possible inflammation of the liver, and frequently leading to more serious conditions including cirrhosis and liver cancer. In the United States there are approximately 300,000 new cases of Hepatitis B Virus (HBV), the most prevalent form of Hepatitis, every year. While there is no cure for Hepatitis B, a vaccine does exist that can prevent infection.

HBV is most often transmitted through breaks in skin or mucous membranes. This usually occurs through needle sticks, human bites, or having infectious material (such as blood or other body fluids) gets into existing cuts or abrasions.

The symptoms of HBV infection are very much like a mild "flu". Initially, there is a sense of fatigue, possible stomach pain, loss of appetite, and even nausea. As the disease continues to develop, jaundice (a distinct yellowing of the skin) and a darkened urine will often show no symptoms for some time.

After exposure, it can take 2-6 months for Hepatitis B to develop. This is extremely important, since vaccinations begun immediately after exposure to the virus can often prevent infection.

HUMAN IMMUNODEFICIENCY VIRUS - Human immunodeficiency Virus (HIV) is the "newest" of the major blood borne diseases. HIV is spreading rapidly, and it was estimated that at the end of 1992 over two million people in the United States were infected.

Symptoms of HIV infection can vary, but often include:

Weakness	Headaches
Fever	Diarrhea
Sore Throat	Other "flu-like" symptoms
Nausea	

However, many people with the HIV virus can show no apparent symptoms for years after their infection.

In most cases, contracting the HIV virus ultimately leads to the development of Acquired Immunodeficiency Syndrome (AIDS). This results in the breakdown of the immune system, so the body does not have the ability to fight off other diseases. Currently no vaccination exists to prevent infection of HIV, and there is not a known cure.

**ROANOKE COUNTY PARKS, RECREATION & TOURISM
YOUTH ATHLETIC DEPARTMENT
1206 Kessler Mill Road, Salem, VA 24153
(540) 387-6078 ext/s 243, 254, 491
Fax (540) 561-2842**

SITE SUPERVISOR REPORT

SITE SUPERVISOR NAME & PHONE NUMBER: _____

DATE, TIME and LOCATION: _____

DESCRIPTION OF ACCIDENT/INCIDENT:(USE ADDITIONAL PAPER IF NEEDED):

ACTION TAKEN: _____

DESCRIPTION OF INJURY/DAMAGE: _____

LOCATION OF MAINTENANCE PROBLEM(S): _____

DESCRIPTION OF MAINTENANCE PROBLEM(S): _____

OTHER REMARKS OR COMMENTS: _____

**ROANOKE COUNTY PARKS, RECREATION AND TOURISM
SITE SUPERVISORS PAYROLL GUIDELINES
2004/2005**

PAYROLL GUIDELINES:

1. All **NEW** employees **MUST** fill out withholding forms three (3) days prior to working, (NOTE: if you did not work last year you **MUST** fill out withholdings again) at the Roanoke County Public Service Center, 1206 Kessler Mill Road, Salem, VA 24153. Any questions call 387-6078X254.
2. When filling out withholding forms you **MUST** bring your drivers license and original social security card. If you don't have these items **PLEASE** call before coming. (387-6078X254)
3. No one will be paid for hours worked unless withholding forms have been filled out with the Roanoke County Parks and Recreation Department.
No payroll will be honored 30 days after season ends.
4. Roanoke County Parks & Recreation does not hire anyone under the age of 18 years old.
5. **ANY** employee (NEW or OLD) under the age of 18 years old **MUST** bring a parent to fill out a parental consent form.
6. Weekly Payroll Vouchers **MUST** be submitted during the pay periods listed below. All vouchers must be submitted on a BI-weekly bases. Note the cut-off dates and the date's checks will be mailed.

7. **CUSTODIAN PAY SCALE**

Supervision.....\$7.50 per hour

Clean Up.....\$Time & half

What are your Time & half rate? \$ _____

SUPERVISION PAY SCALE

Supervision.....\$7.50 per hour

8. **CUT-OFF DATES** **PAY DATES**

8/23/04.....9/10/04

9/6/04.....9/24/04

9/20/04.....10/8/04

10/4/04.....10/22/04

10/18/04.....11/5/04

11/1/04.....11/19/04

11/15/04.....12/3/04

11/29/04.....12/17/04

12/13/04.....12/31/04

12/27/04.....1/14/05

CUT-OFF DATES..... **PAY DATES**

1/10/05 1/28/05

1/24/05 2/11/05

2/7/05 2/25/05

2/21/05 3/11/05

3/7/05 3/25/05

3/21/05 4/8/05

4/4/05 4/22/05

4/18/05 5/6/05

.....(All checks will be mailed)